Interim Funding

Purpose

Interim Funding allows nonprofit organizations to apply for up to $500 matching funds in each of the following categories for specific activities throughout the year.
- Arts Opportunity Grant
- Professional Development Grant
- Technical Assistance Grant

Eligible

Nonprofit organizations designated as federally tax-exempt, units of government and most nonprofit educational institutions are eligible to apply. Organizations not meeting this requirement may apply under the auspices of a qualifying organization which then becomes responsible for all fiscal and contractual arrangements.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Grants are reviewed and awarded on a first-come-first-served basis as they arrive in the office. When the dollars allocated for interim funding have been expended for a particular fiscal year, additional requests will not be approved regardless of the application's merit. It is advisable, therefore, to **submit the application well ahead of the 30-day deadline** and to **contact SDAC to determine availability of funds before submitting an application** in any of the interim funding categories.

Arts Opportunity Grant

Purpose

Arts Opportunity Grants are designed to assist organizations present specific arts activities that arise as sudden opportunities during the course of the grant year and for which they could not meet the regular March 1 application deadline. Grants normally fund one-time events which are not part of the organization's regular season of activities.

Grant Amount

No more than 50% of the total project costs, up to a maximum of $500, may be requested from the Arts Council. Grants must be matched at least dollar for dollar by the applicant. In many cases, approved grant requests will be fully funded. Sometimes, however, grant approval will be for less than the amount requested. The final payment (10% of the grant amount) will be withheld until receipt of the grant evaluation.

Organizations may apply for more than one Arts Opportunity Grant; however, no more than $500 will be awarded to any organization within a fiscal year.

Ineligible

Colleges and universities are not eligible to apply.

Organizations receiving a Project Grant, Importation of Musicians Grant, Small Organization Season Support Grant, Arts Challenge Grant, or Statewide Services Grant are not eligible to apply.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to:
- Complete description of the project.
- Contribution to overall quality of the arts in applicant's community or region.
- Indication of need for SDAC support.
- Realistic budget showing a strong commitment by the organization and cash support from other public and private sources.

Application Procedure

Applicant must submit one copy of the following:
1. **Interim Funding Application Form** (page 1 of the application).
   - Before completing the application form, read the Glossary on pages 12-13 and Grant Application Codes on pages 14-17.
   - A brief summary of the proposed activity should be supplied on the bottom of the page in the space provided.
   - Sign and date the bottom of the page.
2. **Interim Funding Budget Page** (page 2 of the application). (Remember that you may request no more than 50% of the total project costs or $500, whichever is less.)
3. **Grant proposal narrative** of no more than 3 single-side pages. Using the *Criteria for Awarding Grants* as a guide, include the following:
   - Complete description of the project. What is the project expected to achieve and why is it important?
   - How does the project contribute to the quality of the arts in your community or region?
   - Explain why SDAC support is necessary for the success of this project.
   - Explain any items from the budget page that may be unclear from reading only the budget itself. For example, if the budget includes $1,000 under *artistic fees*, explain what that money will be used for.
4. **Biographies or resumes** not to exceed 5 single-side pages **for each artist significantly involved with the project and/or any other person who will be paid** from Arts Opportunity Grant funds.
5. Optional: Up to 5 single-side pages of **supporting print material**, including, but not limited to, newspaper articles, reviews and letters of support.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Arts Opportunity Grant activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting, and financial reports.

Subsequent grants are dependent upon receipt of completed evaluation reports.

Professional Development Grant

Purpose

Professional Development Grants may be awarded to an organization to fund its representative's attendance at a professional development activity that benefits both the organization and the individual attending.

Grant Amount

- Assistance up to $500 may be provided to match 50% of cash costs for registration fees and travel/lodging/meals at state government rates. Funds are awarded to the applicant organization. The final payment (10% of the grant) will be made upon receipt of the evaluation.
- Applicant organization may request funding for only one individual to represent them in the proposed professional development activity. No more than $500 may be awarded to an organization within a fiscal year.
- K-12 arts teachers may apply through their school districts.

Ineligible

Colleges and universities are not eligible to apply.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:
- Quality of professional development opportunity.
- Appropriateness of individual attending.
- Benefits of professional development to individual and sponsoring organization.
- Realistic budget with matching funds.

Application Procedure

Applicants must submit one copy of the following materials:
1. **Application**. A signed coy of the Interim Funding Application Form on Page 121.
    - A summary of the proposed activity must be supplied in the space provided on the application form.
2. **Budget Page**. Page 2 of the application. List the registration fee under **A. Personnel/Other Outside Fees and Services**. List travel, lodging and meals expenses under **C. Travel**. List sources and amounts of matching funds under the appropriate category in the **Income** section of the budget.
3. **Narrative**. An application narrative which includes:
    - Name, date and location of professional development opportunity.
    - Name and address of individual who will be attending event and his or her relationship to the applicant organization.
    - Explanation of how attendance will benefit the individual attending as well as the applicant organization.
    Add the page(s) to the application.
4. **Resume**. A resume or biographical information on the individual attending the activity. Add the page(s) to the application.
5. **Brochure**. A brochure or printed information on the professional development opportunity. Add the page(s) to the application.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Professional Development opportunity. Information required on the Evaluation Form includes description of activity, rating (with explanation) of the experience, number of events attended, actual number of individuals benefiting, and financial report. Subsequent grants are dependent upon receipt of completed evaluation reports.

Technical Assistance Grant

Purpose

Technical Assistance to South Dakota nonprofit arts organizations provides matching funds for specialists to advise groups on technical matters, specific programs, projects, and/or administrative functions, provided that this expertise is not available within the organization. **Assistance specifically related to technology issues such as use of the internet, web design and other computer expertise may be funded in this category.**

Consultant's responsibility is to offer advice and suggestions toward solving an organization's problems and, if applicable, to help train or advise staff members to carry out the suggestions. A board or staff member should be assigned to work with the consultant to implement recommendations.

Consultant may be the organization's choice (provided that person is, in the judgment of the Council, a qualified professional) or, if the organization requests, Council staff will recommend a number of consultants from which the organization may choose. Several South Dakota arts administrators have been trained to provide nonprofit management and artistic advice and consultation through South Dakotans for the Arts (SoDA) Technical Assistance Group (TAG). For more information about TAG, write SoDA, PO Box 414, Lead, SD 57754 or call (605) 722-1467.

Grant Amount

Assistance up to $500 may be provided by the Council to match 50% of the consultant's negotiated fee and travel/lodging/meals at state government rates. The final payment (10% of the grant) will be made upon receipt of the evaluation. No more than $500 may be awarded to an organization within a fiscal year.

Deadline

All materials must be postmarked at least 30 days prior to the beginning date of the proposed activity.

Criteria for Awarding Grants

Applications are reviewed by staff with consideration given to the following:
- Complete description of the consultation.
- Indication of need for Technical Assistance.
- Qualifications of selected consultant.
- Management and fiscal competence of applicant.
- Realist budget showing cash match.

Application Procedure

Applicants must submit one copy of the following materials:
1. **Application**. A signed copy of the Interim Funding Application form on Page 121.
   - A summary of the proposed activity must be supplied in the space provided on the application form.
2. **Budge Page**. Page 2 of the application form. List consultant's travel fee under **A. Personnel/Other Outside Fees and Services**. List consultant's travel, lodging and meals under **C. Travel**. List sources and amounts of matching funds under the appropriate category in the **Income** section of the budget.
3. **Narrative**. A narrative which includes:
   - An outline of the particular needs of the organization.
   - Consultant's name and address.
   - Proposed dates of the consultation
   Add page(s) to the application.
4. **Resume**. A copy of the consultant's resume. Add page(s) to the application.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the Technical Assistance activity. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the consultation, number of events scheduled, actual number of individuals benefiting (attendance), and financial report. Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artscouncil.sd.gov

Interim Funding Application

Read pages 117-120 for grant guidelines and follow the steps listed under Application Procedure.

Check one grant category: ❏ Arts Opportunity Grant ❏ Professional Development Grant ❏ Technical Assistance Grant

_____
Applicant Organization (Please type or print)   TIN Number

_____
Address   City/State/Zip Code

_____
Telephone   E-mail Address

_____
Contact Person   Daytime Phone   Evening or Message Phone

_____
Address   City/State/Zip Code   E-mail Address

Project Title _____

Grant Application Codes (see Pages 14-17):	Project Period: Grant Amount requested: _____
Applicant Status _____	Start Date _____
Applicant Institution _____	End Date _____ Total Budget: _____
Applicant Discipline _____	Date(s) of Project Event(s) _____
Project Discipline _____	_____
Type of Activity _____	_____
Arts Education _____	
Project Descriptors _____	Number of Individuals to Benefit: _____
Project Race _____	Number of Children and Youth to Benefit: _____
Grantee Race _____	Number of Artists Participating: _____

Application Summary:

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the SDAC *Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official: _____
                              Signature & Title   Date

_____
Address   City/Town   Zip   Telephone

BUDGET INFORMATION

Applicant Organization _____ Project Title _____

Round all amounts to the nearest dollar.

EXPENSES	Cash Expenses	In-Kind Contributions
A. Personnel Administrative (Number of Positions ____)		
Artistic (Number of Positions ____)		
Outside Artistic Fees and Services		
Other Outside Fees and Services		
B. Space Rental		
C. Travel (Mileage, Lodging, Meals)		
D. Marketing		
E. Remaining Operating Expenses _____ _____ _____		
F. Total Cash Expenses (A through E)		
G. Total In-Kind Contributions (A through E)		
H. Total Expenses (Total of F and G)		

INCOME	Income
I. Admissions	
J. Contracted Services Revenue	
K. Other Revenue (Please specify) _____ _____ _____	
L. Cash Support Corporate _____ Foundation _____ Other Private _____	
M. Government Support City/County _____ Regional/State _____ Federal _____ Other SDAC Grant(s) _____	
N. Applicant Cash (See page 12)	
O. Total Applicant Cash Income (I through N)	
P. Grant Amount Requested from SDAC (No more than 50% of Total Cash Expense from F above)	
Q. Total Cash Income (O and P)	
R. Total In-Kind Contributions (Same as G above)	
S. Total All Income (Total of Q and R should equal H above)	

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]
Organization-Nonprofit [02]
Organization-Profit [03]
Government-Federal [04]
Government-State [05]
Government-Regional [06]
Government-County [07]
Government-Municipal [08]
Government-Tribal [09]
None of the Above [99]

Applicant Institution

Performing Groups
   Performing Group [03]
   Performing Group –
      College/University [04]
   Performing Group – Community [05]
   Performing Group – Youth [06]

Venues/Presenters
   Cultural Series Organization [47]
   Performance Facility [07]
   Art Museum [08]
   Other Museum [09]
   Fair/Festival [14]
   Gallery/Exhibit Space [10]
   Arts Center [15]
   Cinema [11]

Councils/Service Groups
   Arts Council/Agency [16]
   Historical Society [28]
   Humanities Council [29]
   Arts Service Organization [17]
   Union/Professional Association [18]

Media
   Independent Press [12]
   Literary Magazine [13]
   Media – Periodical [42]
   Media – Daily Newspaper [43]
   Media – Weekly Newspaper [44]
   Media – Radio [45]
   Media – TV [46]

Education Institutions
   School of the Arts [48]
   Arts Camp/Institute [49]
   School District [19]
   Parent-Teacher Organization [20]
   Elementary School [21]
   Middle School [22]
   Secondary School [23]
   Vocational/Technical School [24]
   College/University [26]
   Other School [25]

Community/State Organizations
   Library [27]
   Parks and Recreations [37]
   Social Service Organization [50]
   Community Service Organization [32]
   Religious Organization [35]
   Child Care Provider [51]
   Seniors' Center [36]
   Correctional Institution [33]
   Health Care Facility [34]
   Foundation [30]
   Corporation [31]

Individuals
   Individual Artist [01]
   Individual Non-Artist [02]

Government
   Government – Executive [38]
   Government – Judicial [39]
   Government – Legislative/House [40]
   Government – Legislative/Senate [41]

Other
   None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]
- A   Clay
- B   Fiber
- C   Glass
- D   Leather
- E   Metal
- F   Paper
- G   Plastic
- H   Wood
- I   Mixed Media

Dance [01]
- A   Ballet
- B   Ethnic/Jazz
- C   Modern

Design Arts [06]
- A   Architecture
- B   Fashion
- C   Graphic
- D   Industrial
- E   Interior
- F   Landscape Architecture
- G   Urban/Metropolitan

Folklife/Traditional Arts [12]
- A   Folk/Traditional Dance
- B   Folk/Traditional Music
- C   Folk/Traditional Crafts & Visual Arts
- D   Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]
- A   Fiction
- B   Non-Fiction
- C   Playwriting
- D   Poetry

Media Arts [09]
- A   Film
- B   Audio
- C   Video
- D   Technology/Experimental

Multidisciplinary [14]

Music [02]
- A   Band
- B   Chamber
- C   Choral
- D   New
- E   Ethnic
- F   Jazz
- G   Popular
- H   Solo/Recital
- I   Orchestral

Opera/Musical Theater [03]
- A   Opera
- B   Musical Theater

Photography [08]

Theater [04]
- A   General
- B   Mime
- C   Puppet
- D   Theater for Young Audiences

Visual Arts [05]
- A   Experimental
- B   Graphics
- C   Painting
- D   Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation
Concert/Performance/Reading [05]
Exhibition [06]
Fair/Festival [08]
Production
Award/Fellowship [03]
Artwork Creation [04]
Organizational Support
Operating Support [11]
Organization Establishment [10]
Professional Support –
Administrative [14]
Professional Support – Artistic [15]
Stabilization/Endowment/
Challenge [32]
Teaching/Learning
Apprenticeship [25]
School Residency [20]
Other Residency [21]
Arts Instruction [12]
Curriculum Development/
Implementation [31]
Student Assessment [30]
Seminar/Conference [22]
Technical Assistance [34]
Professional Development/
Training [29]

Distribution
Distribution of Art [24]
Publication [17]
Web Site/Internet Development [35]
Broadcasting [36]
Other
Regranting [26]
Audience Services [02]
Research/Planning [19]
Marketing [13]
Building Public Awareness [33]
Identification/Documentation [09]
Recording/Filming/Taping [16]
Repair/Restoration/Conservation [18]
Equipment Acquisition [23]
Translation [27]
Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:
A   K-12 students
B   Higher education students
C   Pre-kindergarten children
D   Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:
A   K-12 students
B   Higher education students
C   Pre-kindergarten children
D   Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

Accessibility [A]
International [I]
Presenting/Touring [P]
Technology [T]
Youth at Risk [Y]

Grantee Race

For INDIVIDUALS only
(Indicate all that apply)

    Asian [A]
    Black/African American [B]
    Hispanic/Latino [H]
    American Indian/Alaska Native [N]
    Native Hawaiian/Pacific Islander [P]
    White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

    Asian [A]
    Black/African American [B]
    Hispanic/Latino [H]
    American Indian/Alaska Native [N]
    Native Hawaiian/Pacific Islander [P]
    White [W]
    No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Artist Documentation

Artist & Organization Guidelines

Artists and the organizations that involve artists in their applications must submit artistic documentation. Follow these guidelines and remember to include an appropriately sized, self-addressed mailer with correct postage for return of documentation.

General Information

Artistic documentation submitted for review is an important component of your application. Review panels are instructed to base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Submit samples of your most recent work that are consistent with and useful in accomplishing your application proposal. Panelists will look for connections between your work samples and your artistic direction.
- A self-addressed, stamped mailer must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.
- If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a VHS video cassette or DVD, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Review panels will view the submission from the beginning of the tape; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Design Arts

Design Arts include architecture, landscape architecture, product design, graphic design, urban design, historic preservation and community planning.

Applicants may submit either slides or jpeg digital images on a CD. DO NOT submit a combination of slides and digital images. Follow the labeling procedures listed under the Visual Arts documentation section on page 10. Documentation may consist of drawings or proposals not yet realized as well as work that has been produced. Provide information describing the project(s) and the applicant's artistic role.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Traditional Arts

Traditional arts are artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family and regional. Expressing aesthetics of a group or community, traditional arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama and ritual. Traditional arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Traditional arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular traditional art.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Literature

Literature includes poetry, fiction and creative non-fiction, plays and screenplays.

Submit all material on 8 1/2" x 11" paper. Number the pages of your work samples in the upper right-hand corner and paper clip each copy. Use a readable, 10 point or larger font for all submissions. Prose selections must be double spaced.

Applicants must submit clearly reproduced and properly collated manuscript material. "Typescript" means material produced by a typewriter or a "letter quality" printer. Clear photocopies of this typescript material are acceptable.

A cover page should list the legal name and address of the applicant and the title(s) and date(s) of the work(s) submitted. Titles of poems, stories, or novels should appear at the top of every page.

Poetry
Submit one copy of representative poems, or one narrative poem (or section of narrative poem) not to exceed 15 pages.

Prose
Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Up to five pages of additional supporting documentation including but not limited to CD, audio cassette, printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Media Arts

Media Arts include film, video and audio, but not photography, holography or digital art, which are referred to the Visual Arts Panel.

Applicants may submit no more than two works on videotape (VHS only), CD, DVD, or audio cassette. An outline and description of a longer work may be included. Sample materials should include title, length, date made, technique, original format, experimental or documentary, and specific role of applicant in creating submitted work. Please indicate if a video has sound.

Limit your submission to no more than 15 minutes. Review panels will view the submissions from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance
Submit a 10-15 minute sample of your work or performance on a videotape (VHS only), CD, DVD or audio cassette. Clearly label the submission with the name of performers, instruments (voice or otherwise) name of works and composers,

duration of the piece and date of taping and/or composition. **If you submit a CD or DVD, be sure to indicate the track that is to be played. VHS and cassette tapes should include only the sample video or audio clip.** Call the SDAC office if you have questions about your performance sample.

Composition
In addition to an audio or video tape (described above), composers may submit up to 3 different scores, up to 20 pages each. Scores should be titled and orchestrated, and include date of composition. When possible, provide scores to accompany submitted audio or video samples. For electronic compositions for which there is no score, send a description of the equipment and techniques used.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Theater

Theater includes production and performances in classical and experimental theater, mime, puppetry, storytelling, musical theater and theater for young audiences.

Applicants must submit a VHS video tape or DVD, 10-15 minutes in length, clearly labeled with the name of the performers, title and creator of the work, duration of each work and date of taping, and the applicant's artistic role. Review panels will view the submission from the beginning of the recording; therefore, submitting edited material will allow panelists to view your most representative work.

Up to five pages of other supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Visual Arts

Visual Arts include drawing, painting, printmaking, sculpture, photography and holography, digital art, crafts, and mixed media. Applicants may submit 10 JPG digital images (preferred) or 10 slides in a 9"x12" plastic sheet with each slide in its own pocket.

Digital images must be:
1. a JPG file.
2. 150 ppi or 300 ppi, (5" X 7").
3. formatted to open in the correct orientation (vertical or horizontal and right side up).
4. saved at the highest quality available on your software on a PC formatted CD.
5. saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.)
6. labeled with applicant's lastname, firstname, and the image number; e.g. DoeJane1.jpg, DoeJane2.jpg etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)
7. If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Slides should be:
1. numbered and labeled on the front of each slide in the order you intend them to be viewed. (If you have detail images, keep them in sequence with the image of the complete work.)
2. labeled with applicant's name, the title of the work, and the viewing order number and marked to indicate the top of the slide. (See diagram on next page.)
3. listed on the application's Artistic Documentation Form (grant page 3). (Numbers on the Documentation Form page should coincide with the slide numbers.)
4. Submit both the slides and the Artistic Documentation Form page with the application.

Identify the images or the slides on the application Artistic Documentation Form page with the number, title, medium, size or scale, and date of completion for each corresponding image or slide. Proper labeling ensures that your artistic documentation will be properly viewed.

NOTE: Your slides should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit slides portraying a wide diversity of styles. Be sure your slides are properly labeled and legible.

Up to five pages of supporting print materials including but not limited to printed reviews, newspaper feature stories, letters of support, etc. may also be included.

Follow the diagram below to label slides.

```
┌─────────────────────────────┐
│  Name                    ↑  │
│  Title                      │
│      ┌─────────────────┐    │
│      │                 │    │
│      │                 │    │
│      │                 │    │
│      └─────────────────┘    │
│                             │
│  Medium          No.        │
└─────────────────────────────┘
```